

Admission Form

Date sent:


– Please send by e-mail, or normal mail

Date received at KISS:

Full name:	Family name:	First name(s):
Cpr. number or birth date:		
Full address (official):		
Name of municipality: (KOMMUNE:)		
Postal address – if different from your official address:		
E-mail address(es): – will be used only by KISS – to contact your class as a group and for sending you relevant information. This and other data will be deleted on request (info@kiss.dk).	Work mail:	Private mail:
Phone number(s):	Work phone:	Private (mobile) phone:

Payment

Who is paying – please underline:	Self / Company / KOMMUNE / Other	
If your company, KOMMUNE, or other is paying, please specify the contact information for the invoice:	Company name / Name of KOMMUNE /Other: Your contact person in the company/kommune: Name: E-mail address: Phone: Postal address:	
Course fee already paid?	Paid? – Yes / No Amount paid: Kr. Date paid:	Payment to Danske Bank, Vesterport Afd. Reg. 4400 Account 4400366926: IBAN: DK5630004400366926 BIC (SWIFT): DABADKDK Companies must pay VAT (moms 25 %) and will receive a special invoice before paying.
My payment is for this course:	Course: Please note that reservations are valid only after payment.	

 Please turn over ... 

Nationality:	Mother tongue:
Other languages spoken:	
Previous Danish lessons – please specify school, year/months, and modules:	Which school(s): When: How much (which modules):
Years/months in Denmark:	
Education / Profession:	
Present work (incl. name of company):	Present work: Name of company:
Working hours:	
Course type wanted. Please indicate:	Regular KISS class, Level No. (1 KISS level = ½ Module) KISS PRONUNCIATION COURSE
Days/hours wanted: (day or evening class?)	Monday – Wednesday – Friday 9:30 – 12:45 Monday – Wednesday 17:15 – 20:30
Starting date wanted:	
How do you know about KISS? Please circle:	Family Friends Colleagues Advertisement Internet Other Would you like to specify further:

Please note: This course implies homework for about 3 hours before each meeting, and it is your teacher who decides whether you are ready to continue to the following level.

ABOUT YOUR PERSONAL DATA (GDPR – General Data Protection Regulation): Relevant data such as the information in this form is kept at the school/company address accessible only to KISS management. E-mails and digital class and student information is pass-word protected and can only be accessed by the Head of School who is in charge of the data. Relevant data will be shared only with municipalities, companies (invoices) or *sprogcentre* in connection with payment and exam registrations. Mail addresses are shared among class-mates. Personal data will be deleted only on request (info@kiss.dk), as former students sometimes require information on exams etc. after many years. By filling in and returning the form, you accept this.

For the KISS administration:

Staff initials:

Date:

Interview date and time:					
Result:					
Starting:	Level	Starting date	Days	Times	Waiting list?
Adm. notes:					

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